

OFFICE OF TRAINING

Operations School

Headquarters Training

CLANDESTINE SERVICES RECORDS
I (#7-68) & II (#6-68)

9 - 16 May 1968

Rooms 801 & 503

1000 N. Glebe Road



25X1A9a

Chief Instructor

Room 614, 1000 N. Glebe

Ext. 3096

GROUP I
Excluded from automatic
downgrading and
declassification

S E C R E T

PART I: Clandestine Services Records I

COURSE OBJECTIVES

CS Records I (Introduction to Records) is intended for Operations Officers and intelligence and clerical assistants who support operations through any form of records activity. It reviews the records mission of the CS and examines the logic and structure of the system itself. The responsibilities of CS personnel to the system, and the services provided by the different elements of the system, provide the central theme of the course. Students are familiarized with methods of input, maintenance and retrieval of information, and in disposition, disposal and destruction of the records themselves. The course includes an introduction to the various machine programs associated with the records system, and outlines the management cycle by which the system is controlled and modified. Discussion is welcome at any point.

A kit of reading materials is made available by the Chief Instructor, together with selected items for permanent retention.

S E C R E T

PART II: Clandestine Services Records II

COURSE OBJECTIVES

CS RECORDS II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Services. It introduces the principles, techniques and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.


Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.


A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the student should absorb.


Thursday, 9 May 1968


0830 - 0900 Administration

 a
Chief Instructor
Associated Programs
for Records Training

0900 - 0920 The CS Records System and Its
Relation to the Mission of the
Services

 25X1A
CTR/CTF

0920 - 0950 The Statutory Base of the CS
Records System (Excerpts from
 pp. 1-2; the Immi-
gration and Nationality Act of
1952).

 25X1A
CI Staff/

1000 - 1050 Purpose of the CS Records System

1100 - 1120 The CS Classification System

 25X1A
Mr.

1120 - 1200 Origination

 25X1A
Mr.

Responsibilities of the Case
Officer, both at Headquarters
and in the Field, in preparing
documents which will be part
of the permanent record.

1200 - 1300 Lunch

1300 - 1430 Accession

 25X1A
C/RID/

How both CS and non-CS material
are made part of the records
system. The responsibilities
of RID and the Divisions and
staffs, both at Headquarters
and in the Field.

1440 - 1700 Retrieval

 25X1A
C/RID/

Effective retrieval of infor-
mation from RID files

SECRET

Friday, 10 May 1968

0830 - 0900 Reading

Study the folder on Machine Collation and the paper on "Basic Records Principles" in the Supplemental Reading Folder. Read also [REDACTED] "Covert Security Approvals and Related Matters."

25X1A

25X1A

0900 - 0920 Maintenance

How, where, and by whom the CS Records are maintained.

0920 - 0950 Consolidation

The responsibility of file users to review, amend, consolidate and otherwise process files called in from RID.

1000 - 1030 Disposition

Why and how records are disposed of either through retirement or destruction. Some considerations in Field Record holdings.

1030 - 1050 Records Management

The means by which the Records system is controlled and adapted to new requirements. The role of the Records Office.

1100 - 1200 Biographic Research

An outline of investigative procedure. Research at Headquarters related to investigation at the Field Station.

1200 - 1300 Lunch

25X1A9a

SECRET

S E C R E T

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1300 - 1350

The Office of Security Index and
Files

OS/CSD

5X1A

The services provided by the Office
of Security in investigative research.

25X1A

1400 - 1450

Central Reference Service

Acting Division Chief/
CRS/ISG/FE/PAC

A description of Central Reference
Service support available to the
Researcher.

1500 - 1600

Auxiliary Indices

CI/

25X1A

1610 - 1700

Introduction to Non-CS Indices
and Files

A description of the major repository
of biographic information outside the
but within the Agency

Monday, 13 May 1968

0830 - 1700

Biographic research exercise

Tuesday, 14 May 1968

0830 - 1700

Biographic Exercise (Continued)

Wednesday, 15 May 1968

0830 - 1700

Biographic Exercise (Continued)

Thursday, 16 May 1968

0830 - 1700

Biographic Exercise

Conclusion and critique

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S E C R E T